

# Log Cabin Republicans of Colorado

## BY-LAWS

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### Article I - Name

The name of the organization shall be Log Cabin Republicans of Colorado, hereinafter referred to as "LCRC". The organization may also go by "Colorado Log Cabin Republicans" or "LCR of Colorado" for business or other purposes.

### Article II - Mission

**§1. Internal Advocacy.** The primary purpose and goal of LCRC shall be to advance the legislative and policy interests of LGBT individuals and LCRC members within the Republican Party. To achieve this goal, LCRC will strive to educate and engage Republicans and other Republican organizations on LGBT issues. LCRC will advocate for a Republican platform that recognizes the dignity and equality of all Americans. LCRC also will work for the development and growth of the Republican party.

**§2. External Advocacy.** The LCRC will advocate the community at large for the interests and visibility of conservative and/or Republican LGBT individuals as well as the Republican Party. The LCRC will educate LGBT individuals and organizations about the Republican party and conservative LGBT individuals.

### Article III - Membership

#### **§1. There shall be two classes of membership in LCRC.**

**A. Active Membership.** Any individual who is in agreement with the purpose, beliefs, and direction of the LCRC and is current with annual dues is eligible for active membership.

**B. Honorary Membership.** Honorary members shall be those people nominated for honorary membership by two-thirds of the Executive Board and then ratified by three-fourths of those members present at any business or special meeting of LCRC.

**C.** The term "members" where used in these By-Laws shall mean only active members of LCRC, and unless stated otherwise, includes all officers.

**D.** Every member in good standing may vote on questions at any regular or special meeting of LCRC.

**§2. Dues.** Annual dues for active members shall be \$25 for a single membership. Dues may be raised or lowered by a unanimous vote of the Executive Board. Each member's "dues year" starts on the first day of the month in which payment is received by the Treasurer, and ends on the last day of the same month the following year.

**§3. Removal of Membership.** Membership may be revoked within 60 days of a new membership if the Executive Board, by majority vote, decides the new member does not qualify for membership as outlined in the by-laws. After the 60 day probation period, there are two methods by which a member may be removed and lose active membership before their membership expires.

**A. Expulsion by Officers.** An Officer may submit a petition to the Executive Board containing at least two-thirds of the Officer's signatures that a member has committed an act or conduct deemed unfriendly or hostile to the best interests of LCRC.

**B. Expulsion by Members.** A member may submit a petition to the Executive Board containing at least two-thirds of the member's signatures that another member has committed an act or conduct deemed unfriendly or hostile to the best interests of LCRC.

**C. Expulsion Procedures.** The Executive Board will contact the member and notify them that there has been a petition for their expulsion and inform them of the appeal process. The member will have one week to appeal the petition and arrange a meeting with the Board of Directors to plead their case. Upon receipt of this notification, the Executive Board will arrange a meeting with the member. If the member does not appeal the petition the Executive Board will arrange a meeting to discuss expulsion. The meeting will be scheduled within two weeks.

The expulsion meeting will begin with the member pleading their case to remain in the organization. Officers may question the member. The member will then be dismissed from the meeting. The Executive Board present will discuss the expulsion then take a vote. The member will be expelled upon a majority vote for expulsion from Officers present. The Executive Board will notify them of the decision made. If expulsion is made members will be notified by an announcement at the next public Board Meeting.

If the member does not appeal the petition the expulsion meeting will take place as described without the member in question.

**§4. Notifications.** All notifications to members, depending on their issue/substance, shall be made via e-mail. It is the responsibility of each member to ensure that the Membership Secretary or Secretary has a current, accurate e-mail.

## **Article IV - Executive Board**

**§1. Senior Officers.** The Senior Officers of LCRC shall be the President, Vice-President, Secretary, Treasurer, and Board Member (at large). All Senior Officers shall hold office for two years, from March 1st after being elected through the last day of February two years later.

Elections of Senior Officers will take place at the annual meeting on even number years. Senior Officers shall serve without compensation and must be active members in good standing of the LCRC. "Senior Officers" may also be referred to collectively as the "Executive Board" and are included in the general term "Officers".

**§2. Executive Board Responsibilities.** It is the collective responsibility of the Executive Board to ensure the mission of the organization is accomplished and adhered to. Each member of the Executive Board is responsible for holding their fellow Senior Officers and Junior Officers liable to fulfilling their responsibilities in harmony with the principles and values of the organization. Senior Officers are required to attend a minimum of 2/3 of the Board Meetings each year of their term. Each Senior Officer will attend a minimum of four meetings/events held by other Republican, Conservative, or similar organizations or groups to promote the LCRC per year.

**§3. Vacancies.** If there is a vacancy on the Board and a member is interested in filling it the Executive Board will vote on nominating the member to fill the vacancy. A two-thirds majority vote will nominate the member to fill the vacancy. The nominee will be presented to the members at the next public Board Meeting for a vote. A majority vote elects the member to fill the vacancy. The newly elected Senior Officer will finish the current term.

In the event of a vacancy or multiple vacancies, at either Senior or Junior Officer levels, Officers handling multiple roles will prioritize duties and fulfill them as time and resources allow based on priority. Duties deemed a lower priority may be put on hold until the vacancy is filled.

#### **§4. Impeachment.**

Any Senior Officer may be impeached if found to be incompetent, fails to perform their duties, or engages in activities detrimental to LCRC. Impeachment may take place as follows:

**A. Impeachment by Executive Board.** A member of the Executive Board may submit a 'petition to impeach' regarding another member of the Executive Board. This member will act as the complainant in the impeachment panel.

**B. Impeachment by Junior Officers.** A member of the Cabinet, Junior Officer, may submit a 'petition to impeach' with the signatures of 1/2 of all Officers. The Junior Officer who submitted the petition will act as the complainant in the impeachment panel.

**C. Impeachment by Members.** A member of the LCRC may submit a 'petition to impeach' with the signatures of at least 1/2 of all members. The member who submitted the petition will act as the complainant in the impeachment panel.

**D. Impeachment Procedures.** The petition to impeach will be given to the President, or the highest level officer not involved in the petition. The Officer receiving the petition will arrange an impeachment panel over which they will preside. The impeachment panel will consist of the Officer in question, the complainant, the officer presiding over the panel, and at least 2/3 of all Officers (these Officers make up the panel). The panel should meet within one calendar month of receipt of the petition to impeach. If either the complainant or the

Officer in question refuses to appear the panel may meet without them. Either documentation of refusal or the witness of at least two Officers of refusal to attend is required. The panel will proceed as follows: The complainant will make their case for impeachment, the Officer in question will then make their case against impeachment, the panel will discuss the issue, and then a vote of all Officers present will be made. A majority vote of all Officers (present or not) is required for impeachment.

## **§5 Resignations.**

A Senior Officer who feels they are no longer able to fulfill the requirements of their office may turn in a letter of resignation at any time during their term. Resignation may be effective immediately upon the receipt of the letter or at a date specified, no more than 30 days beyond the receipt of the letter.

## **§6. Responsibilities.**

**A. President.** The President acts as the face of the organization and is responsible for:

- I. Ensuring the organization meets the standards outlined in the by-laws and that the mission of the LCRC is accomplished.
- II. Representing the LCRC and being the face of the organization.
- III. Working and communicating with the National Log Cabin Republicans organization and ensuring their guidelines and mission are met at a local level.
- IV. Presiding over and arranging Board Meetings.
- V. Developing relationships with other conservative and Republican organizations within Colorado such as, but not limited to; State GOP, County GOP Parties, and other State Recognized GOP Organizations.
- VI. Developing relationships with other LGBT organizations within Colorado to Advocate for the Conservative/Republican LGBT community within the greater LGBT community such as but not limited to; local Pride centers and College/University QSA groups.
- VII. All other external relationships and communication such as but not limited to; social media, the general public, community organizations, and traditional media.
- VIII. Supervise the activities of the LCRC, and perform all other duties incidental to the office of President and the LCRC.
- IX. Overseeing and working with the following cabinet members; Social Media Secretary, Education Secretary, and Regional Representative(s).

**B. Vice President.** The Vice President is responsible for:

- I. The duties of the President in the absence of the President.
- II. Community development within the LCRC membership and encouraging member engagement in the LCRC.
- III. Coordinating and planning events for members and guests of the LCRC such as but not limited to: monthly socials, special events, and yearly events.
- IV. Overseeing and working with the following cabinet members; Event Secretary, Community Outreach Secretary, and the Political Data Secretary.

**C. Secretary.** The Secretary is responsible for:

- I. Maintaining effective records and administration as well as upholding the legal requirements of governing documents.
- II. Taking minutes at all LCRC meetings and keeping them on file to be drawn upon as needed.
- III. Maintain necessary records required by the by-laws, the State, National Log Cabin Republicans, or any other governing authority.
- IV. Keep a record of important information and files for the LCRC.
- V. Maintain up-to-date records of current LCRC members.
- VI. General communication and correspondence such as but not limited to; press releases, official statements, and newsletters.
- VII. Overseeing and working with the following cabinet members; Membership Secretary and the Communications Secretary.

**D. Treasurer.** The Treasurer is responsible for:

- I. Collection and payout of all LCRC funds as directed by the Executive Board and/or the membership.
- II. Deposit funds in a depository designated by the Executive Board and shall keep accounts thereof open at all times for inspection by the members.
- III. Render accounts of transactions and the financial condition of LCRC at each board meeting and shall submit an annual written report at the Annual Meeting in February.
- IV. All financial records shall be maintained by the Treasurer.
- V. Overseeing and working with the following cabinet members; Fundraising Secretary.

a) In the absence of a Treasurer the responsibilities of Treasurer will go to the Secretary. The Secretary would then function as the Secretary/Treasurer.

**E. Board Member (at-large).** There will be an at-large Board Member seat for every 20 members of the LCRC. Once elected the Board Member may serve out their term even if membership numbers drop below the qualifying number. If membership numbers increase during a term to allow another board member it may be viewed as a vacancy and the Executive Board may choose to fill it. Each at large Board Member will take on the responsibilities of one of the cabinet positions, as decided upon by a majority of the Executive Board and agreed to by the Board Member at Large, but in a Senior Officer role.

## **§7. Spending Powers.**

- A.** The Executive Board, by majority vote, may authorize the spending of LCRC funds up to \$1,000 in a given year without the consent of the membership.
- B.** All disbursements beyond this \$1,000 must be approved by a majority vote of the membership present at a board or special meeting.
- C.** If an expenditure that the officers authorized is later submitted to the membership at a regular or special meeting and is ratified/approved by a majority of the membership present said expenditure will not be counted as part of the \$1,000 spending limit.

## **Article V - The Cabinet**

The Executive Board may select members to serve as “Junior Officers” in a “Cabinet” to help the Executive Board accomplish its duties in serving the LCRC. Junior Officers shall serve without compensation and must be active members in good standing of LCRC. Within the by-laws, Junior Officers may collectively be referred to as “the Cabinet” or along with Senior Officers under the general term “Officers”.

**§1. Cabinet Selection and Appointment.** The Executive Board may select members to fill Cabinet positions at closed Board Meetings or a Special Meeting. The Senior Officer overseeing each Cabinet position may nominate a member to fill that position. The Executive Board will then vote on the nomination. A majority vote approves the appointment. Cabinet position appointments last an unspecified amount of time.

**§2. Junior Officer Responsibilities.** Junior Officers will fulfill duties outlined in the by-laws for Officers in general. Junior Officers may attend closed board meetings when invited and shall not miss more than half of the Board Meetings within their year's term. Junior Officers understand they function as assistants to the Executive Board and must have approval from the Executive Board or the Senior Officer they serve under in all their ventures and duties. Each Junior Officer will attend a minimum of two meetings/events held by another Republican, Conservative, or similar organization or group to promote the LCRC per year.

**§3. Removal from Cabinet.** If a Cabinet member is neglecting or not adequately fulfilling their responsibilities a member of the Executive Board may make a petition for removal. The petition will be delivered to the President, by physical letter or email. The President will call a meeting of the Executive Board within 30 days of receipt of the petition and a vote will be made. A majority vote of Senior Officers will result in removal. An announcement of the removal shall be made at the next Board Meeting.

**§4. Resignation.** A Junior Officer who feels they are no longer able to fulfill the requirements of their Cabinet position may turn in a letter of resignation at any time during their term. Resignation may be effective immediately upon the receipt of the letter or at a date specified, no more than 30 days beyond the receipt of the letter.

## **§5. Cabinet Positions and Responsibilities**

### **A. Social Media Secretary**

- I. Maintain records for all Social Media accounts and passwords as well as ensure the Secretary has an up-to-date copy on file.
- II. Develop a strategy for marketing the LCRC, its mission, membership growth, and events on Social Media.
- III. Work with and create a Social Media team to effectively accomplish the mission of the LCRC.

### **B. Education Secretary**

- I. Create a database of LGBT supportive contacts within the education system. EX; QSA's, diversity offices, equity administrators, and the like. Reach out to these individuals/groups to develop a relationship and possible involvement in their programs.
- II. Remain versed in the goings-on within Colorado Schools on subjects and policies regarding the LGBT community or that would affect Conservatives/Republicans.

### **C. Regional Representative(s)**

- I. Serve as a Representative of the LCRC in an area within Colorado.
- II. Coordinate with the Executive Board to develop membership growth and plan events in the region of representation.
- III. Develop relationships and connections with local GOP elected officials, candidates, and county GOP parties as authorized by the Executive Board.

### **D. Political Data Secretary**

- I. Remain versed on legislative happenings in Colorado at a State and local level.
- II. Keep up to date on State and local elections and candidates.
- III. Head up the “Political Affairs Committee” if one has been put in place.

#### **E. Event Secretary**

- I. Coordinate and organize events as directed by the Vice President or Executive Board.
- II. Develop ideas for events, as well as enhance established events, to engage membership and promote the LCRC.
- III. Head up the “Event Planning Committee” if one has been put in place.

#### **F. Community Outreach Secretary**

- I. Develop programs and/or activities to promote the mission of the LCRC and build connections with the community at large.
- II. Work closely with the Executive Board to ensure all endeavors are in agreement with the LCRC, its by-laws, mission, and values.
- III. Encourage membership engagement in effecting change and LCRC promotion.

#### **G. Membership Secretary**

- I. Maintain an up-to-date record of all LCRC members including but not limited to date of enrollment, date membership dues were paid, amount of dues paid, location/address, and contact information.
- II. Take attendance at LCRC events of members and non-members and deliver it to the Secretary to be filed. If not at an event delegate this responsibility to another member preferably an Officer.
- III. Greet non-members at LCRC events and encourage membership.
- IV. Maintain a record of non-members who have shown interest in the LCRC.
- V. Develop and implement mechanisms for membership growth and retention.

#### **H. Communications Secretary**

- I. Serve as a proofreader for all LCRC documents including but not limited to emails, newsletters, website, social media posts, and official statements and releases as called upon by the Executive Board.



- II. Work with the Executive Board in writing various documents for the LCRC.
- III. Approval must be given by the Executive Board before and written statement is released to the public.

#### **I. Fundraising Secretary**

- I. Develop and institute methods of fundraising for the LCRC.
- II. Serve on the “Events Planning Committee”, if one has been established, to identify possible fundraising opportunities.

#### **J. Additional Cabinet Positions**

- I. The Executive Board may create new Cabinet positions as they see the need.
- II. New Cabinet positions must be approved by a supermajority ( $\frac{3}{4}$ ) of the Executive Board and be presented to the membership at a Board Meeting for an approval vote. A majority vote of members present will establish the new position.
- III. Newly created positions if permanent should be added to the by-laws. The position's approval process should be viewed as approving the amendment.
- IV. Positions may be temporary and would not need to be added to the by-laws.

### **Article VI - Meetings**

**§1. Open Board Meetings.** The President or two-thirds of the Executive Board may call board meetings. They shall be held at least six times per year, but not more than one meeting shall occur per calendar month. Open board meetings are open to all members and may be open to the public and guests. Individuals who are not respectful of the LCRC and/or are causing a disturbance may be removed and/or banned from attendance.

**§2. Closed Board Meetings.** The President or two-thirds of the Executive Board may call board meetings. Closed board meetings may consist of just the Executive Board or all Officers in general. They shall be held at least four times a year. They may be held in conjunction with Open Board Meetings in a closed session before or after.

An Annual Closed Board Meeting will be held in March of just the Executive Board. This meeting will involve planning for the coming year and selection and/or review of Cabinet positions.

**§3. Annual Meeting.** Every February an Annual Meeting of the LCRC will be held. The meeting will be open to all members. The meeting may be open to the public and guests. The meeting should include a review of the previous year and an outlook of the year to come. Elections of Senior Officers will be held at the Annual Meeting on even number years.

**§4. Special Meetings.** Special meetings of LCRC shall be called by the President, two-thirds of the Executive Board, or upon receiving a petition signed by at least two-thirds of the members of LCRC. Said petition shall state the purpose of this special meeting and the requested date of said meeting. The President must call said meeting within a week of the date designated in the petition. Special meetings may consist of the Executive Board, Officers, members, or open to the public and guests. Special meetings should have a focused stated purpose when invitees and invited. Notice of a Special Meeting must be provided 72 hours prior to said meeting.

**§5.** In order to help Officers meet the required attendance policies, special arrangements will be made for Officers living more than 40 miles from the meeting location. This may be done through Zoom, conference call, or another method. If making such arrangements is not available missing the meeting will not count against the attendance requirement for officers living over 40 miles away from the meeting location.

## **Article VII - Elections of the Executive Board**

**§1.** The election of officers of LCRC shall be held at the Annual Meeting on even-numbered years. Newly-elected officers shall take office on March 1st, the following month. Individuals desiring to run for office should notify the Executive Board by January 31st of the election year.

**§2.** The Secretary shall organize and oversee the election process. Prior to a vote, all candidates shall be allowed a minimum of two minutes to address the membership. The method of the election will be determined by the Secretary and approved by the Executive Board, as it best fits the current size and environment of the membership. Possible methods may be by show of hands, paper ballots, or another secure method. The Secretary should record and retain election results. Results should be made available upon request by any candidate or officer.

**§3.** All members in good standing and present at the election, held at the Annual Meeting, may cast a single vote. No proxies shall be allowed. Special arrangements for members who are unable to be present in person at the election may be made if approved by the Executive Board as circumstances require.

**§4.** The candidate receiving the most votes wins the election. Members may vote “vacancy”, or abstain. If “Vacancy” receives the most votes the position will remain vacant. In the event of a tie, the tie will be broken by a vote of Officers present. If the second vote still results in a tie the tie will be broken by a vote of Senior Officers present. If the third vote still results in a tie the winner shall be determined by the flip of a coin.

## **Article VIII - Committees**

**§1.** The President or a majority of the Executive Board can authorize the creation of one or more committees as needed. The committees created may include but are not limited to the following: By-Laws Committee, Finance Committee, Membership Committee, Political Affairs Committee, and the Event Planning Committee.

**§2.** Committees may be ongoing or limited to a specified amount of time as designated by the President or Executive Board. Committees will serve under the supervision of a specified Officer. Committees may be headed by an Officer or another member in good standing. Committee heads may be replaced or removed at the direction of supervising Officer.

## **Article IX - Endorsement/Statements**

**§1.** The LCRC may make public endorsements of, or statements in opposition to, candidates for Colorado local and state elections or Colorado local and state ballot initiatives. Endorsements of Federal candidates representing Colorado will be made by the National Log Cabin Republicans organization.

### **§2. Qualifications for Candidate Endorsement:**

1. The candidate should have policies, a campaign, and a platform that are in line with the mission and goals of the LCRC.
2. The candidate or a member of their campaign should contact the President and notify them of their interest in an endorsement. Officers and/or members may encourage candidates to pursue an endorsement. Or a Senior Officer may reach out to the candidate or their campaign to inquire if an endorsement is wanted. There should be an expression of interest in an endorsement received.
3. The candidate or someone from their campaign must speak to the membership at a Board Meeting, Social, speak to Officers at a Closed or Special meeting, communicate via Zoom or telephone, or another LCRC event.
4. The candidate should complete the LCRC Candidates Survey which will be provided to them by the Secretary. In the event, an up-to-date Survey is not available or the Executive Board feels it's unnecessary this step may be overlooked.

### **§3. Candidate Endorsement Process.**

1. When a Candidate has met the qualifications the President will arrange a Closed Meeting or Special Meeting with the officers. This meeting may be held before, in conjunction with a Public Board meeting, or by way of Zoom (or similar), a conference call, or messaging service.
2. Officers will discuss the candidate and vote on nominating them for an endorsement. A 2/3 vote of officers is required for the nomination.
3. At a meeting with membership, either an open Board Meeting or Special Meeting, the nomination for endorsement will be presented to members for a vote. A 2/3 vote of members present at the meeting is required for endorsement.

4. Once an endorsement has passed the candidate should be notified and then an announcement should be made publicly.

**§4. Federal Endorsements:** Endorsements at a Federal level will be made by the Log Cabin Republicans National organization. However, recommendations for an endorsement may be sent to the national organization or Log Cabin Republicans National may ask LCRC for a recommendation.

A recommendation for a Federal candidate's endorsement may be sent to Log Cabin Republicans National with a 2/3 approval vote from Officers. The President will be responsible for sending the recommendation for endorsement.

**§5.** Official statements, press releases, interviews, and other official public communications representing the LCRC may be made when necessary.

1. Any official public statement must be approved by the President or 2/3 of the Executive Board.
2. Members may submit their own suggested public statement to the President, who may reject, edit, or approve as is.
3. Interviews, speaker requests, requests for an official LCRC representative, or on-the-record comment/response should be forwarded to the President. If the President is unavailable, then to the Vice-President, and then to the Secretary.
4. Only Senior Officers are authorized to issue statements or make comments as a representative of LCRC.
5. If members are asked for comments or interviews, they must make it clear that the opinions and statements they make are theirs personally and may not necessarily be the official position of LCRC.
6. Social media posts are not considered official statements of the LCRC and the phrase "official statement" or the like should not be used on posts unless they have been approved as an official statement. However, extreme care should be taken on what is posted on social media as they are comments that will be associated with the LCRC.

## **Article X – Adoption / Amendments**

**§1.** These By-Laws were adopted as amended on January 18, 2021, by the Executive Board and membership of LCRC and are intended to replace and supersede in all respects any By-Laws previously in effect.

**§2.** Any member may propose an amendment or revision, also referred to as a 'change', to the by-laws. Any proposed change shall be submitted in writing to the Secretary at any board

meeting. The Executive Board may also appoint a committee or individual to revise or amend the by-laws.

The amendment or revision will be reviewed by the Executive Board. The Executive Board may make revisions to the change(s). If the Executive Board approves the change(s) with a 2/3 vote or higher it will be presented to members at a Public Board Meeting.

At a Public Board Meeting, the amendment or revision will be discussed among members then a vote on acceptance will be taken. A majority vote is required for acceptance of the changes.